

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

August 25, 2015

CALL TO ORDER

1. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Delegations wishing to be recognized on any agenda item are to identify themselves at the point on the agenda they wish to be recognized.

2. APPROVAL OF THE AGENDA

ACTION NEEDED: Consider a motion to approve the agenda as presented or amended at the meeting.

3. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of July 28, 2015 as presented or amended.

4. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in “A motion to adopt the Consent Calendar” means that all items appearing herein are adopted by a single motion unless a member of the Board or the Director requests that any item be removed from the Consent Calendar and voted on separately.

ACTION NEEDED: Consider a motion to approve the August Personnel Consent Calendar as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the July 2015 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year-to-date revenues and expenses. (See Item 6).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the July 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for July 2015.

9. Old Business

a. **Strategic Plan Update**

Included in your packets is an update on our strategic plan (see-9a). As you will see the update is pretty comprehensive. Print copies will also be available at the meeting for those unable to print legal size. Mr. Barlow and staff will respond to member questions. However, we may need to limit questions at the meeting for time consideration.

b. **RFID**

The Technology Committee will meet at 6:00PM on August 25, 2015 to discuss the proposed RFID project. Mr. Barlow has a brief PowerPoint presentation for the project and will respond to board questions. Mr. Barlow has included a resolution to approve the project which can be adjusted at the meeting.

ACTION NEEDED: Consider a motion to approve phase one of the RFID project as presented at a cost of \$139,963 which included a 10% contingency.

10. New Business

a. **Surplus Property:**

Declare Surplus Property

The following items need to be declared surplus:

- Map display case, metal, 5 drawer
- Portable stage platforms (4), 6 feet x 8 feet
- Employee lockers (2), steel
- File cabinets (3), steel, 4 drawer
- Atlas display, wood
- Combination safe
- Old display cases from Local History (2)

ACTION NEEDED: Consider a motion to declare the above items surplus property.

b. **Gifts:**

The Library is in receipt of the following gifts:

Unrestricted:

\$50.00 from the Columbus Linden McKinley High School Class of 1960, in memory of James Ross.

\$20.00 from Julie and Kevin Braun, in memory of James Ross

ACTION NEEDED: Consider a motion to accept with appreciation the gifts presented.

c. Establish Imagination Library Fund

The Library needs to establish a fund to track receipts and expenditures associated with the Imagination Library project.

ACTION NEEDED: Consider a motion to establish the Imagination Library Fund.

d. Disposal of Records

The Accounting staff has reviewed records according to the Library's Policy on Retention and Disposal of Records (adopted August 28, 2012). The following records are recommended for disposal.

DESCRIPTION	RETENTION PERIOD	RECORDS TO DISPOSE
Vouchers with Invoices	5 years, provided audited	1993-2009
Petty Cash Receipts	5 years, provided audited	1993-2009
Purchase Orders/Requisitions	5 years, provided audited	1993-2009
Quotations for Goods/Services	5 years, provided audited	1993-2009
Bank Deposit Receipts	5 years, provided audited	1992, 1999-2009
Bank Statements	5 years, provided audited	1992, 1999-2009
Timesheets	5 years, provided audited	2006-2009
Depository Contracts	5 years after contract has expired	1979-1985

ACTION NEEDED: Consider a motion to approve disposal of the above records.

11. **INFORMATION AND DISCUSSION ITEMS**

a. Director's Report

1. Re-Paving and HVAC Project

Some punch list items remain on the re-paving project. Due to the failure of the contractor to complete the work, a letter was sent with a deadline to complete the work. The library will then hire a company to complete the items utilizing the fees that have been withheld. The new HVAC project is complete having passed the health safety inspection.

2. Somali Education

The library has received an LSTA grant of \$4,800 to provide Somali language and culture classes to improve interactions with our Somali population. The library will be partnering with The Ohio State University African studies program and the Somali Association of Columbus to develop a syllabus; marketing; etc. Congratulations to Jessica Curtis for designing and preparing the grant.

3. Police Monitors

Due to increased usage and increasing disturbances at the library, the police monitors are needed now more than ever. While the issues are not serious, they continue to take librarians'

focus and energy to resolve. As a result, we have extended our police monitors to include Saturdays. We will evaluate the program after 3 months to determine its continuation.

4. Author Visits

We have locked in two author visits. December 14, 2015, the library will host Mitch Albom, an American best-selling author; "*Tuesdays with Morrie*" journalist for the Detroit Free Press and Broadcaster.

On March 3, 2016, we are very pleased to announce, the library will be hosting Kareem Abdul-Jabbar. Mr. Abdul-Jabbar's basketball career is well documented, but he is also a New York Times best-selling author and was recently awarded the "Andrew Carnegie Award for excellence in Fiction and Non-Fiction.

Gillian Flynn "*Gone Girl*" will be in Westerville November 5th which includes a meet and greet at the Lakes Country Club prior to the lecture.

On May 7th, best-selling author Anthony Doerr who won the Pulitzer Prize for Fiction for his 2014 novel "*All the Light We Cannot See*" will be in Westerville as well. So mark your calendar for these great upcoming events.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

12. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|-----------------|
| 1. Finance & Facilities | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Deanna McDaniel |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. OLC Annual Convention October 7 – 9 in Cincinnati, OH
- b. Next Board Meeting – Tuesday September 22, 2015 at 7:00 PM in the Board Room.

17. Adjournment

Belinda Mortensen, Collection Development Manager, will provide a brief presentation.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Shinnock, Ms. Scholl, Ms. McDaniel, Mr. Platt, Ms. Hodek, Ms. Lightbody and Mr. Fultz.

Also attending: the Director, Mr. Barlow; Deputy Director, Ms. Albury; Mr. Griscom, Fiscal Officer and Elena Vleugels, Administrative Assistant.

In attendance were the following department managers: Katrina Plourde, Human Resources; Steve Owley, Support Services; Amanda Fensch, Adult Services; Julie Kerns, Outreach Services, and Kristin Michel, Customer Services.

Not attending: Linda Wilkins, Marketing; Linda Uhler, Youth Services; Belinda Mortensen, Collection Development; Jen Thomas, Customer Services

Ms. McDaniel called the meeting to order at 7:07 PM.

Mr. Shinnock made a motion to approve the agenda as amended at the meeting.

Kristin Michel gave a presentation on her department for the month of August.

The disposal of records was added under new business.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Ms. Hodek moved to approve the minutes of July 28, 2015 as presented.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Mr. Shinnock abstained.

Mr. Fultz moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent Calendar for August 2015.

- Resignation: Gena Fausel – Adult Services Page, effective August 14, 2015.
- Resignation: Clayton Wise – customer Services Page, effective August 14, 2015.
- Change Assignments: Michael Newsome – Youth Services Associate, part-time [r 17] to Customer Services Assistant, full-time [r12], \$12.50/hr. effective August 10, 2015.
- Change Assignments: Robing Gibson – Youth Services Librarian, part-time [r26] to Youth Services Librarian, full-time [r26] no range in pay, effective August 26, 2015.

Ms. Lightbody made a comment on how she was pleased to see how people are transitioning throughout the library.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Mr. Platt made a motion to approve the July 2015 Statistical Report.

Mr. Barlow distributed a handout to the board that gave a more detailed update on our Summer Reading Program results.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Griscom, Fiscal Officer, presented the monthly report, assessing year-to-date revenues and expenses.

Mr. Shinnock moved to approve the July 2015 Financial Report.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Fultz moved that the bills for July 2015 in the amount of \$678,458.78 be paid.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Old Business

a. Strategic Plan Update

Included in your packets is an update on our strategic plan (see-9a). As you will see the update is pretty comprehensive. Print copies will also be available at the meeting for those unable to print legal size. Mr. Barlow and staff will respond to member questions. However, we may need to limit questions at the meeting for time consideration.

If you have any questions, please e-mail them to Mr. Barlow.

b. RFID

Mr. Barlow presented a PowerPoint slide on the RFID technology at the meeting.

Ms. Kristin Michel presented a report on the RFID technology and the benefits of the service from the view point of the customer services department.

Ms. Lightbody moved that we approve the phase one of the RFID project as presented, not to exceed \$139,963 (to be taken out of the Building Fund), which includes a 10% contingency.

Seconded by Mr. Fultz

The Chair declared the motion passed.

Mr. Fultz voted ney.

New Business

Mr. Platt made a motion to declare the items as surplus property.

Declare Surplus Property

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Seconded by Ms. Lightbody.

The Chair declared the motion passed.

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Ms. Scholl made a motion to accept with appreciation the gifts presented.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Lightbody made a motion to establish the Imagination Library Fund. (*Marked as a special fund*)

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the disposal of the records listed below.

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Seconded by Ms. Hodek.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

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Gillian Flynn "*Gone Girl*" will be in Westerville November 5th which includes a meet and greet at the Lakes Country Club prior to the lecture.

On May 7th, best-selling author Anthony Doerr who won the Pulitzer Prize for Fiction for his 2014 novel "*All the Light We Cannot See*" will be in Westerville as well. So mark your calendar for these great upcoming events.

Mr. Barlow distributed a copy of 2015-2016 Author Visits.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
The Committee met on August 18th to work on the final draft of the Fiscal Policy Manual. Next meeting will be held on September 15th. An FYI on capital projects was distributed.
2. Human Resources Jack Shinnock
Advertisements for the board vacancy position are out. Deadline for receiving the applications is Friday, September 18th.
3. Marketing Karen Scholl
No report
4. Technology Deanna McDaniel
Discussed the RFID

BOARD DISCUSSION ITEMS

Mr. Barlow gave an update on Troy Cockrell. Mr. Platt requested that we add the Cockrell update to the agenda as an item number. Ms. McDaniel congratulated Ms. Jessica Curtis for her work on the Somali program. Ms. Lightbody commented on the trip that was taken to West Chester Public Library. Mr. Barlow reported to the board that he will be on vacation starting next week. Mr. Barlow gave a report to the board on the Task Force meeting that was held on August 25th.

LIBRARY FOUNDATION REPORT

The Foundation is working on soliciting funds to support the Imagination Library. They are pleased with the number of authors that are coming. The Foundation has an opening spot. Andrew Shroads has put in his resignation due to family issues. The Foundation was able to sell all of the Daniel Silva books.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Next Board Meeting – Tuesday September 29, 2015 at 7:00 PM in the Board Room.
- b. OLC Annual Convention October 7-9 in Cincinnati, OH.

DEPARTMENT REVIEW AND TOUR

Kristin Michel, Customer Services Manager provided a presentation on the RFID technology from the Customer Services perspective.

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 9:08 PM.

Seconded by Mr. Platt.

The Chair declared the motion passed.

President

Secretary